

This guide contains some very basic user information and is designed to be used in conjunction with the on-line Glossary of Terms and FAQs accessible via the application. Subjects covered include:

- [Accessing Help, Glossary and FAQs](#)
- [Searching, Sorting and Filtering](#)
- [Tailoring the view](#)
- [Seeking further assistance](#)

Please be advised that although the data within the portal is “real time”, recent activity may not be updated and can take a couple of days to process.

Users are reminded that data contained within this portal is confidential and should not be shared/distributed outside the University of Cambridge.

User Guide, Help, Glossary and FAQs

FAQs, Glossary, User Guide
and Help Text available here
and will open in a new tab.

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User Guide

Glossary

FAQ

Help

Welcome to the Research Contracts Portal


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Total contracts found (unfiltered): 992

Research Contract Details									
Search Refresh		Page 1 of 100			10		View 1 - 10 of 992		
RG	PI Name	Sponsor Name	Department Name	Agreement Type	Initiated	Last Action	Days	Current Status	Negotiated By
46553					18/07/2007	29/04/2015	55	Waiting for response from ROO	Denise Pinto
47168					08/12/2014	08/12/2014	157	Waiting for signature from Sponsor/other	Julie Radcliffe
48648					31/10/2014	12/05/2015	46	Waiting for signature from Sponsor/other	Dominic Parkin
50540					07/01/2015	03/02/2015	116	Waiting for response from ROO	To be allocated (re-allocated JB)
51247					09/06/2015	09/06/2015	26	Waiting for signature from Sponsor/other	.
53040					02/02/2015	05/02/2015	114	Waiting for response from Department	Lawrence Epps
53118					13/12/2013	09/06/2014	287	Waiting for response from Sponsor/other	Pamela Nunez
53118					13/12/2013	09/06/2014	287	Waiting for response from Sponsor/other	Pamela Nunez
53850					17/10/2014	18/02/2015	105	Not yet reviewed by ROO	Michelle Wuisan
53850					03/06/2015	05/06/2015	28	Waiting for signature from Sponsor/other	.
Search		10			View 1 - 10 of 992				

Details redacted

Searching, Sorting and Filtering

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University Information Services

Research Contracts Portal

Dr. Dawn Edwards

HomeGlossaryFAQHelp

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SearchRefresh

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SearchRefresh

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Each column can be sorted (both ascending and descending) by clicking on the column title

Details redacted

Search for specific values here

Tailoring the view

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[User Guide](#) [Glossary](#) [FAQ](#) [Help](#)

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Search Refresh Page 1 of 100 10 View 1 - 10 of 992

Details redacted

Number of rows per page can be amended (Default is 10)

Go to other page(s) by selecting arrows or entering relevant page number

Column widths can be resized by dragging the edge of the title (similar to Excel)

Page navigation also repeated at bottom of screen

Note: All Roles see the same view. The information seen will depend on the role, i.e. PI will only see grants allocated to them whereas the Departmental Administrator will see all grants for the department

Additional Help

If you have any questions, please refer to the Frequently Asked Questions (FAQs) available from the application header in the first instance.

If the FAQs do not answer your question, please contact your Contracts Administrator at the Research Operations Office (ROO)